HELP DOCUMENTATION

FastLane Help System

Proposal Review

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Introduction

Proposal Review Introduction

NSF seeks to support the most meritorious research, whether basic or applied, to meet our statutory responsibilities. Reviews play a key role in our evaluation of research proposals.

Prepare and submit your proposal review through FastLane. In the Proposal Review Form, we ask for you to do the following:

- Comment in detail on the quality of the proposal
- Provide an overall rating of the proposal
- Identify the proposal's strengths and weaknesses for each NSF Merit Review Criterion:
  - What is the intellectual merit of the proposed activity?
  - What are the broader impacts of the proposed activity?
- Provide a summary statement that includes the relative importance of the two criteria in assigning your rating. (You do not have to weigh the criteria equally.)

The Proposal Review Form also asks you to do the following:

- Indicate any potential conflicts of interest that you might have in evaluating the proposal (optional if no conflict of interest exists).
- Recommend any other qualified reviewers for this proposal (optional).

See Note to Reviewers of Career Proposals if you are reviewing a proposal for the NSF Careers Program.

As of reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also your review.

To begin preparing a review, see Log In to Proposal Review and Prepare a Proposal Review.

Thank you for your help in evaluating a proposal. Reviews are important to NSF's evaluation of proposals and provide important feedback to the Principal Investigators. We appreciate the time and thought that go into preparing them.

NSF Merit Review Criteria for Proposals

In your review, identify the proposal's strengths and weaknesses for each NSF Merit Review Criterion:

- What is the intellectual merit of the proposed activity?
- What are the broader impacts of the proposed activity?

Below are potential considerations for each criterion. These are only suggestions for evaluation, and not all will apply to any given proposal.

What is the intellectual merit of the proposed activity?

- How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
- How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.)
- To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts?
- How well conceived and organized is the proposed activity?
- Is there sufficient access to resources?

What are the broader impacts of the proposed activity?

- How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (such as gender, ethnicity, disability, geographic, etc.)?
- To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships?
- Will the results be disseminated broadly to enhance scientific and technological understanding?
- What may be the benefits of the proposed activity to society?

Merit Review Criteria Letter

For the Dear Colleague Letter for reviews, see NSF Merit Review – Dear Colleague Letter. (This link takes you out of the FastLane system.)

Obligation for Confidentiality

NSF receives proposals in confidence and protects the confidentiality of their contents. As a reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also of your review.

Please observe the following practices to maintain this confidentiality:

- Do not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or postdoctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions.
- If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program Officer *before* disclosing either the contents of the proposal or the name of any applicant or Principal Investigator.
- When you have completed your review, *be certain to destroy the proposal.*
- Safeguard the six-character alphanumeric PIN that NSF has assigned to this proposal-reviewer combination.

Potential Conflicts of Interest

If you have an affiliation or financial connection with the organization or person submitting the proposal that might be construed as creating a conflict of interest, describe those affiliations or interests in the **Conflict of Interest** section under "**Prepare Review**."

Even if you have any affiliation or interests that represent a potential conflict of interest, NSF would like your review unless you believe you cannot be objective.

An NSF Program Officer will examine any statement of affiliations or interests for the existence of a conflict of interest. If you do not include a statement of potential conflicts of interest, NSF assumes that you have no conflicting affiliations or interests.

Note to Reviewers of Career Proposals

NSF established the Faculty Early Career Development (Career) program in 1994 in recognition of the critical roles that faculty members play in integrating research and education and in fostering the natural connections between the processes of learning and discovery. The Career program is an NSF-wide activity that offers NSF's most prestigious awards for junior faculty members and that embodies NSF's commitment to encourage faculty to practice, and academic institutions to value, integration of research and education.

The intent of the Career program is to provide stable support at a sufficient level and duration to enable awardees to develop careers as outstanding teacher-scholars in the context of the mission of their organization.

Career awards have a duration of 5 years. The minimum Career award (including indirect costs) is $400,000 for all NSF directorates. The exception is the Directorate for Biological Sciences (BIO), where the minimum Career award is $500,000. See the solicitation (NSF 05-579) on the Career Home Page (http://www.nsf.gov/career).

The Career program announcement stipulates that the Project Description be developed in consultation with the department head or equivalent organizational official. It should include the following:

- A description of the proposed research project, including preliminary supporting data where appropriate, specific objectives, methods and procedures to be used, and expected significance of the results
- A description of the proposed educational activities, including plans to evaluate their impact
- A description of how the research and educational activities are integrated with one another
- Results of prior NSF support, if applicable

Successful Principal Investigators (PIs) propose creative, integrative, and effective research and education plans that are developed in the context of the mission, goals, and resources of their organization and that build a firm foundation for a lifetime of integrated contributions to research and education. Although excellence in both education and research is expected, activity of an intensity that leads to an unreasonable workload is not. It is not necessary to address the research and educational activities separately, if the relationship between the two is such that the presentation of the integrated project is better served by interspersing the two throughout the Project Description.

In your review of Career proposals, we ask that you consider the Departmental Letter, found in the proposal's Supplementary Documentation section. The letter must be signed by the PI's department head or equivalent organizational official. It should demonstrate an understanding of, and a commitment to, the effective integration of research and education as a primary objective of the Career award. A letter that fails to acknowledge institutional commitment to the professional development and mentoring of the PI may disadvantage an otherwise outstanding proposal.

Present your detailed comments on the quality of a Career proposal in the framework of the two Merit Review Criteria used to evaluate all NSF research:

- What is the intellectual merit of the proposed activity?
- What are the broader impacts of the proposed activity?

The Proposal Review Form also asks you to do the following:
- Indicate any potential conflicts of interest that you might have in evaluating the proposal (optional if no conflict of interest exists)
- Recommend any other qualified reviewers for this proposal (optional)

As a reviewer, you are obligated to maintain the confidentiality of both the proposal you are reviewing and also your review.

To begin preparing a review, see Log In to Proposal Review and Prepare a Proposal Review.

Thank you for your help in evaluating a proposal. Reviews are important to NSF's evaluation of proposals and provide important feedback to the Principal Investigators. We appreciate the time and thought that go into preparing them.

Prepare and Submit Proposal Review

Log In to Proposal Review

1. On the **FastLane Home Page** screen (Figure 1), click **Proposal Review**. The **Proposal Review** screen displays (Figure 2).

Figure 1 FastLane Home Page screen. The Proposal Review link is circled.

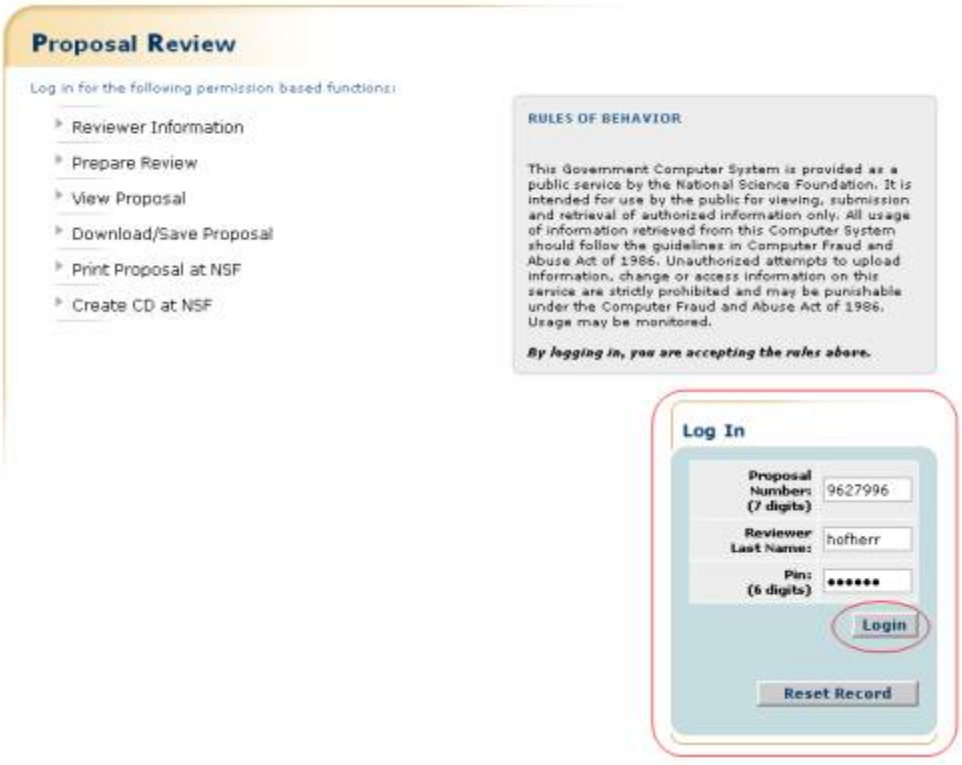


Figure 2 Proposal Review screen. The Log In section and the Log In button are circled.

2. Read the Rules of Behavior (Figure 2). You signify your acceptance of the Rules of Behavior by logging in.
3. In the **Log In** section (Figure 2), do the following:
   - In the **Proposal Number** box, type the proposal number given to you by the NSF Program Officer.
   - In the **Reviewer Last Name** box, type your last name.
   - In the **Pin** box, type the proposal PIN given to you by the NSF Program Officer.
4. Click the **Login** button (Figure 2). The **Proposal Review** screen displays (Figures 3 through 8) with these options:
   - Prepare a review
   - View the proposal
   - Download and save the proposal
   - Have NSF print and mail the proposal to you
   - Have NSF make and mail a CD of the proposal to you
   - Edit your information on file with NSF
   - Add to or update your demographic information

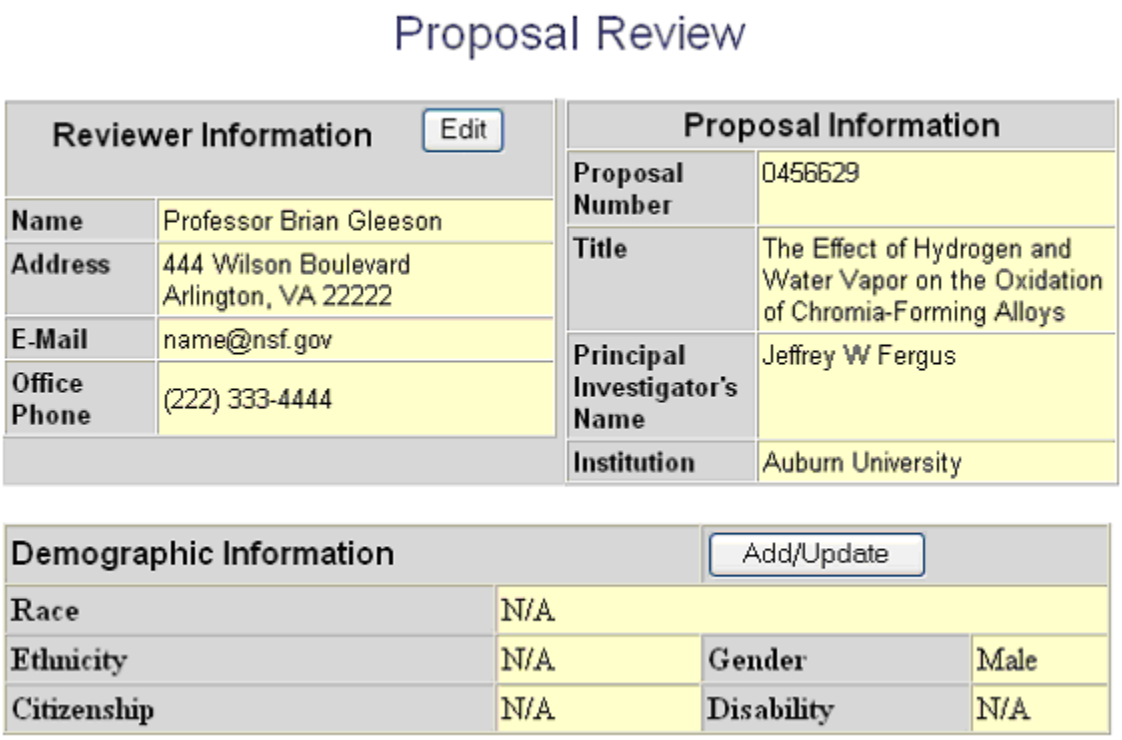
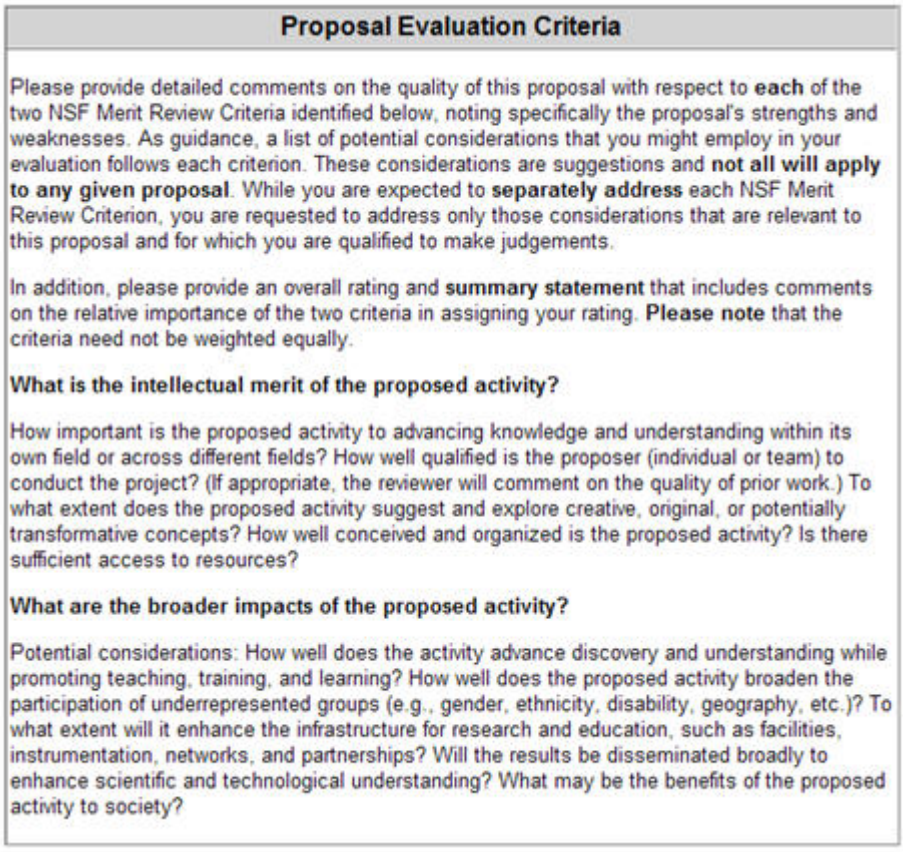


Figure 3 Proposal Review screen, Reviewer and Proposal Information section (upper portion of the screen).



Proposal Evaluation Criteria

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. As guidance, a list of potential considerations that you might employ in your evaluation follows each criterion. These considerations are suggestions and **not all will apply to any given proposal**. While you are expected to **separately address** each NSF Merit Review Criterion, you are requested to address only those considerations that are relevant to this proposal and for which you are qualified to make judgements.

In addition, please provide an overall rating and **summary statement** that includes comments on the relative importance of the two criteria in assigning your rating. **Please note** that the criteria need not be weighted equally.

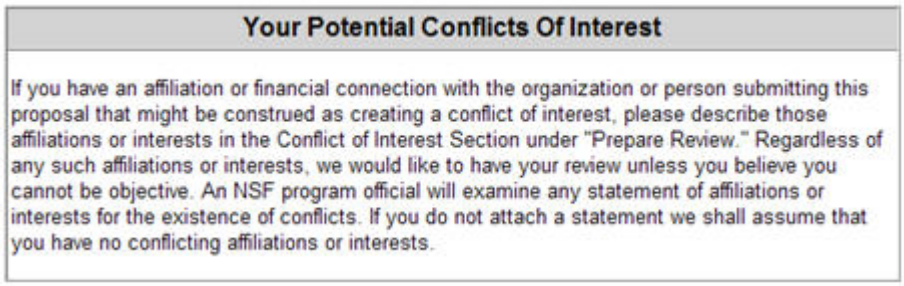
What is the intellectual merit of the proposed activity?

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

What are the broader impacts of the proposed activity?

Potential considerations: How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geography, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

Figure 4 Proposal Evaluation Criteria section of the Proposal Review screen.



Your Potential Conflicts Of Interest

If you have an affiliation or financial connection with the organization or person submitting this proposal that might be construed as creating a conflict of interest, please describe those affiliations or interests in the Conflict of Interest Section under "Prepare Review." Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. An NSF program official will examine any statement of affiliations or interests for the existence of conflicts. If you do not attach a statement we shall assume that you have no conflicting affiliations or interests.

Figure 5 Your Potential Conflicts of Interest section of the Proposal Review screen.

Your Obligation To Keep Proposals Confidential

The Foundation receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote from, or otherwise use or disclose to anyone, including your graduate students or post-doctoral or research associates, any material from any proposal you are asked to review. Unauthorized disclosure of confidential information could subject you to administrative sanctions. If you believe a colleague can make a substantial contribution to the review, please obtain permission from the NSF Program officer *before* disclosing either the contents of the proposal or the name of any applicant or principal investigator. When you have completed your review, please be certain to destroy the proposal.

Figure 6 Your Obligation to Keep Proposals Confidential section of the Proposal Review screen.

Privacy Act And Public Burden Statements

The information requested on this reviewer form is solicited under the authority of the National Science Foundation Act of 1950, as amended. It will be used in connection with the selection of qualified proposals and may be disclosed to qualified reviewers and staff assistants as part of the review process, to government contractors, experts, volunteers and researchers as necessary to complete assigned work, to other government agencies needing information as part of the review process or in order to coordinate programs, and to another Federal agency, court or party in a court or Federal administrative proceeding if the government is a party. Fastlane permits you to add to or update the contact information we have on you as a reviewer. Information you choose to provide about yourself will be added to the Reviewer file and used to help select and contact potential candidates to serve as peer reviewers or advisory committee members. In addition to the disclosures described above, it may be disclosed to other Federal grant-making agencies needing the names of potential reviewers in particular fields. See Systems of Records, NSF-50, "Principal Investigator/Proposal File and Associated Records", 63 Federal Register 267 (January 5, 1998), and NSF-51, "Reviewer/Proposal File and Associated Records", 63 Federal Register 268 (January 5, 1998).

The Foundation does not otherwise disclose reviews and identities of reviewers who reviewed specific proposals to persons outside the government, except that verbatim copies of reviews without the name, affiliation, or other identifying information of the reviewer will be sent to the principal investigator. Submission of all requested information is voluntary.

Public reporting burden for this collection of information is estimated to average 5 hours per response, including the time for reviewing instructions. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton
Reports Clearance Officer
Division of Administrative Services
National Science Foundation, Suite 295
4201 Wilson Boulevard
Arlington, VA 22230

Figure 7 Privacy Act and Public Burden Statements section of the Proposal Review screen.

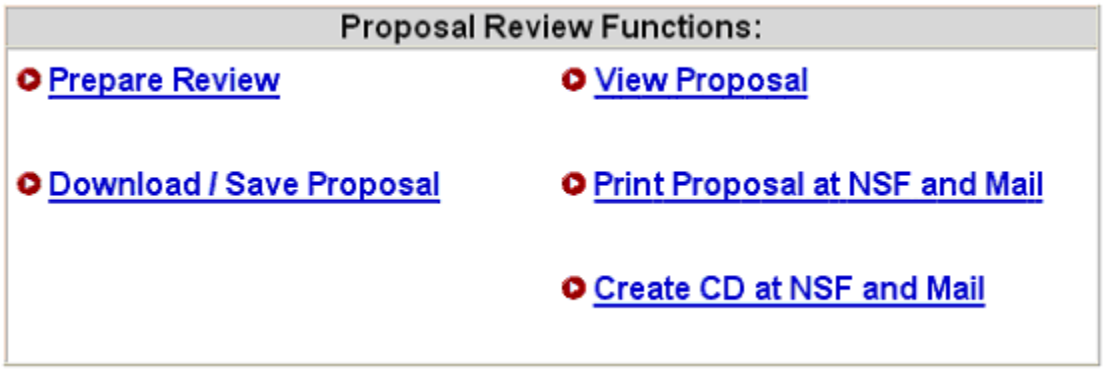


Figure 8 Proposal Review Functions section of the Proposal Review screen.

Prepare a Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

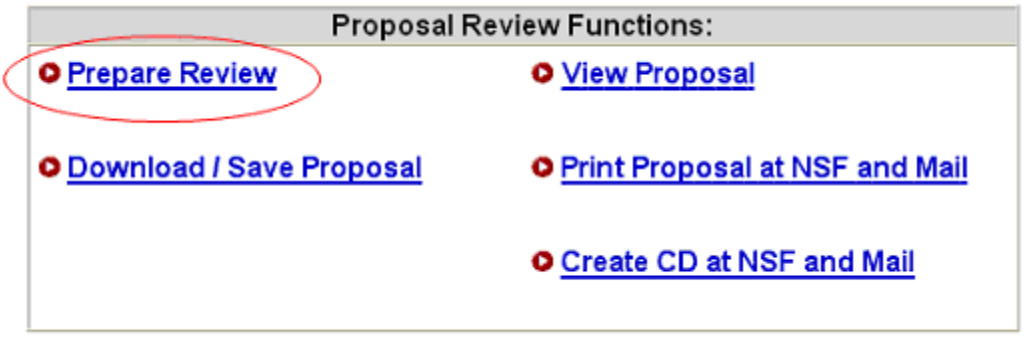
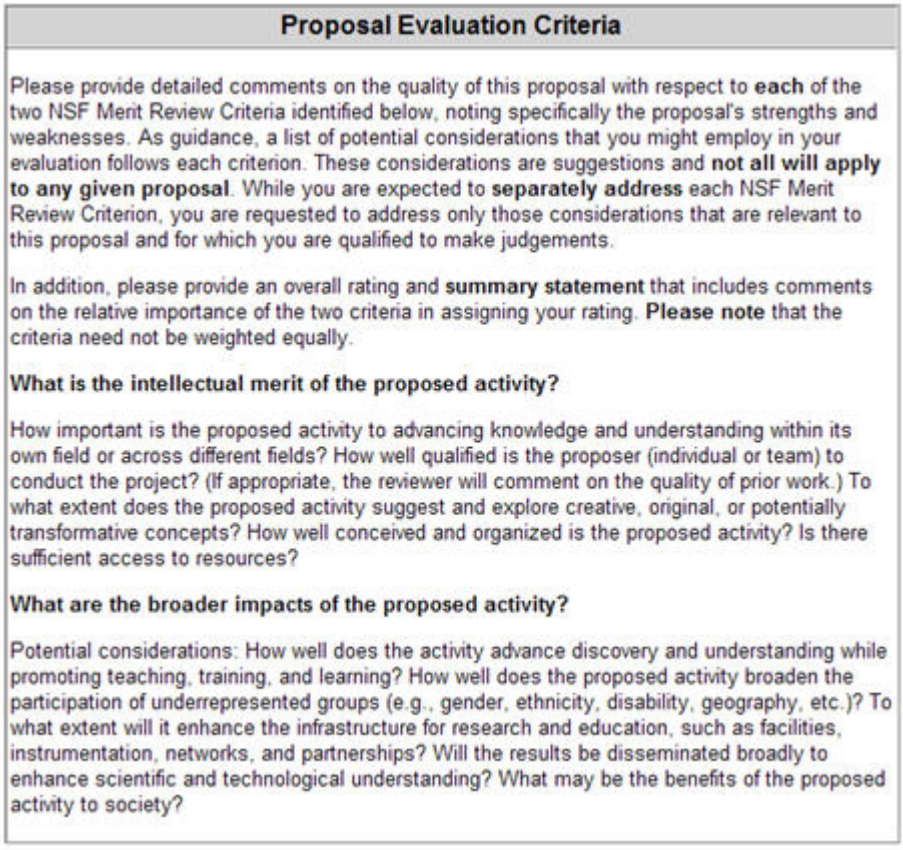


Figure 1 Lower portion of the Proposal Review screen. The Prepare Review link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Proposal Evaluation Criteria** screen displays (Figure 2).



Proposal Evaluation Criteria

Please provide detailed comments on the quality of this proposal with respect to **each** of the two NSF Merit Review Criteria identified below, noting specifically the proposal's strengths and weaknesses. As guidance, a list of potential considerations that you might employ in your evaluation follows each criterion. These considerations are suggestions and **not all will apply to any given proposal**. While you are expected to **separately address** each NSF Merit Review Criterion, you are requested to address only those considerations that are relevant to this proposal and for which you are qualified to make judgements.

In addition, please provide an overall rating and **summary statement** that includes comments on the relative importance of the two criteria in assigning your rating. **Please note** that the criteria need not be weighted equally.

What is the intellectual merit of the proposed activity?

How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project? (If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized is the proposed activity? Is there sufficient access to resources?

What are the broader impacts of the proposed activity?

Potential considerations: How well does the activity advance discovery and understanding while promoting teaching, training, and learning? How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geography, etc.)? To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships? Will the results be disseminated broadly to enhance scientific and technological understanding? What may be the benefits of the proposed activity to society?

Figure 2 Proposal Evaluation Criteria screen.

3. Click the **Continue** button at the bottom of the **Proposal Evaluation Criteria** screen. The **Proposal Review Form** screen displays (Figure 3).

Proposal Review

National Science Foundation (NSF) seeks to support the most meritorious research whether basic or applied, to meet its statutory responsibilities. Reviews play a key role in the NSF's evaluation of research proposals. Please provide **both** written comments as well as summary rating on this Proposal, using the Proposal Evaluation Criteria. Please also see Conflicts of Interest, Confidentiality of Proposals and Peer Reviews, and Privacy Act and Public Burden Statements.

Work in Progress

Information on Proposal Number: 9627996

Principal Investigator's Name:	**Terry Demo**
Institution:	**NSF**
Title:	**e-Government Technical Challenges**

Please provide your e-mail address. So, cognizant NSF Program Officer can contact you regarding any questions he/she might have about your review:

hh@nsf.gov

☐ Please check this box if you want to receive an e-mail copy of your review.

Note: As with any form of electronic communication, NSF cannot guarantee privacy of the e-mail message during its transmission.

Rating Section

- ○ I am declining to review this proposal.
- ○ I am giving this proposal no rating.
- ◉ I am rating this proposal (Please check rating below).

Overall Rating

- ☑ **Excellent** Outstanding proposal in all respects; deserves highest priority for support.
- ☐ **Very Good** High quality proposal in nearly all respects; should be supported if at all possible.
- ☐ **Good** A quality proposal, worthy of support.
- ☐ **Fair** Proposal lacking in one or more critical aspects; key issues need to be addressed.
- ☐ **Poor** Proposal has serious deficiencies.

What is the intellectual merit of the proposed activity?

What are the broader impacts of the proposed activity?

Summary Statement

Other Suggested Reviewers (Optional, Max. Characters: 480):

Conflict of Interests

If you have an affiliation or financial connection with the institution or the person submitting this proposal that might be construed as creating conflicts of interest, please describe those affiliations or interests in the box below. Regardless of any such affiliations or interests, we would like to have your review unless you believe you cannot be objective. If you do not describe conflicts of interest in the box below we shall assume that you have no conflicting affiliations or interests.

Conflicts of Interest Text (Optional)

Submit Review | Save Review | Go Back

Figure 3 Proposal Review Form screen.

4. In the **Work in Progress** section (Figure 3), type your email address.
5. *If you want a copy of the review emailed to you,* click the radio button under the **eMail** box.
6. In the **Rating Section** (Figure 3), click the radio button for one of the three options.
7. *If you agreed to rate the proposal*, in the **Overall Rating** section (Figure 3), click the radio button for one of the ratings.
8. In the **What is the intellectual merit of this proposal** box (Figure 3), type your evaluation of the proposal's intellectual merit.
9. In the **What are the broader impacts of the proposal's activities** box (Figure 3), type your evaluation of the proposal's broader impacts.
10. In the **Summary Statement** box (Figure 3), type an evaluative summary. The summary should indicate the relative weight of the two criteria.
11. In the **Other Suggested Reviewers** box (Figure 3), type the names of any individuals that you think should review the proposal (optional).
12. In the **Conflicts of Interest** section (Figure 3), type an explanation of any conflict of interest that you may have in regard to this proposal. If you leave this box blank, NSF assumes there is no potential conflict of interest.

Once you have completed the Proposal Review form, you have two options:

- Submit the Proposal Review
- Save the Proposal Review for editing and submitting later

Submit the Proposal Review

1. On the lower portion of the **Proposal Review Form** screen (Figure 4), click the **Submit Review** button. The **Receipt of Proposal Review** screen displays (Figure 5).

Figure 4 Lower portion of Proposal Review Form screen. The Submit Review button is circled.

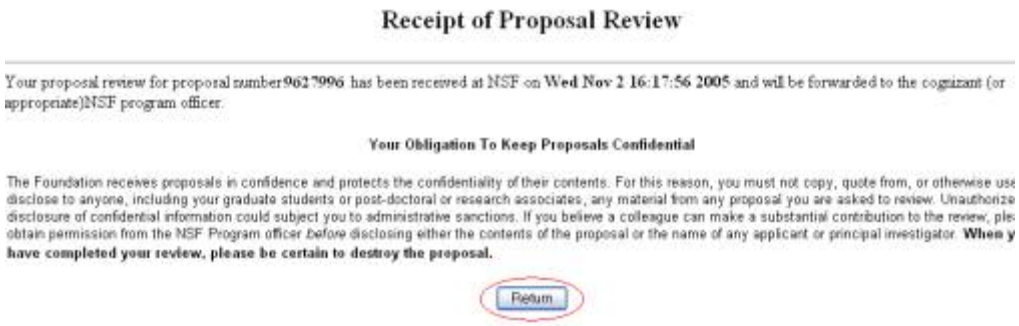


Figure 5 Receipt of Proposal Review screen. The Return button is circled.

2. Click **Return** (Figure 5). The **Proposal Review Log In** screen displays.

Save the Proposal Review

1. On the lower portion of the **Proposal Review Form** screen (Figure 6), click the **Save Review** button. The **Proposal Review Saved** screen displays (Figure 7).

Figure 6 Lower portion of Proposal Review Form screen. The Save Review button is circled.

Figure 7 Proposal Review Saved screen with a message that your proposal review has been saved.

2. Click the **Return** button (Figure 7). The **Proposal Review** screen displays (Figure 1). To work on the Proposal Review again, see Access a Saved Proposal Review.

Access a Saved Proposal Review

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

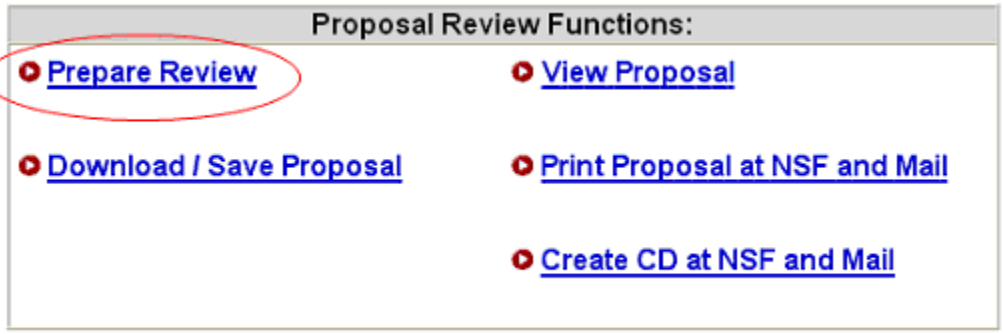
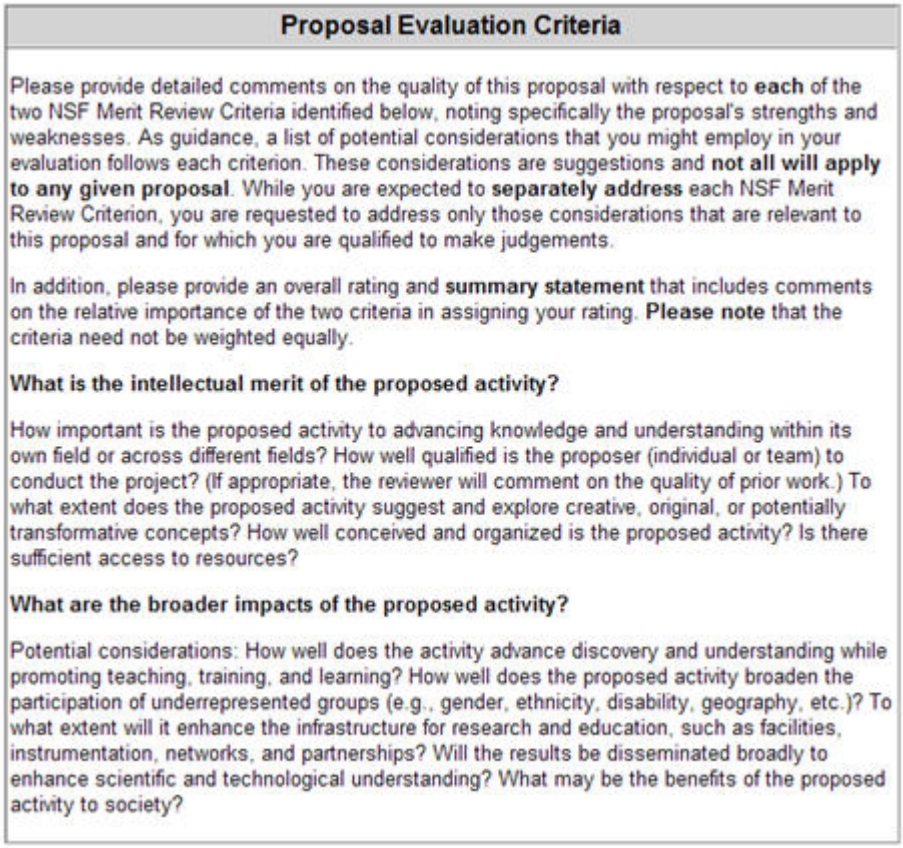


Figure 1 Lower portion of the Proposal Review screen. The Prepare Review link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Proposal Review**. The **Proposal Evaluation Criteria** screen displays (Figure 2).



Proposal Evaluation Criteria

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Figure 2 Proposal Evaluation Criteria screen.

3. Click the **Continue** button at the bottom of the **Proposal Evaluation Criteria** screen. The **Proposal Review Form** screen displays (Figure 3) as you had saved it. To edit the review, see Prepare a Proposal Review, Step 4 through Step 12. To submit the review, see Submit a Review.

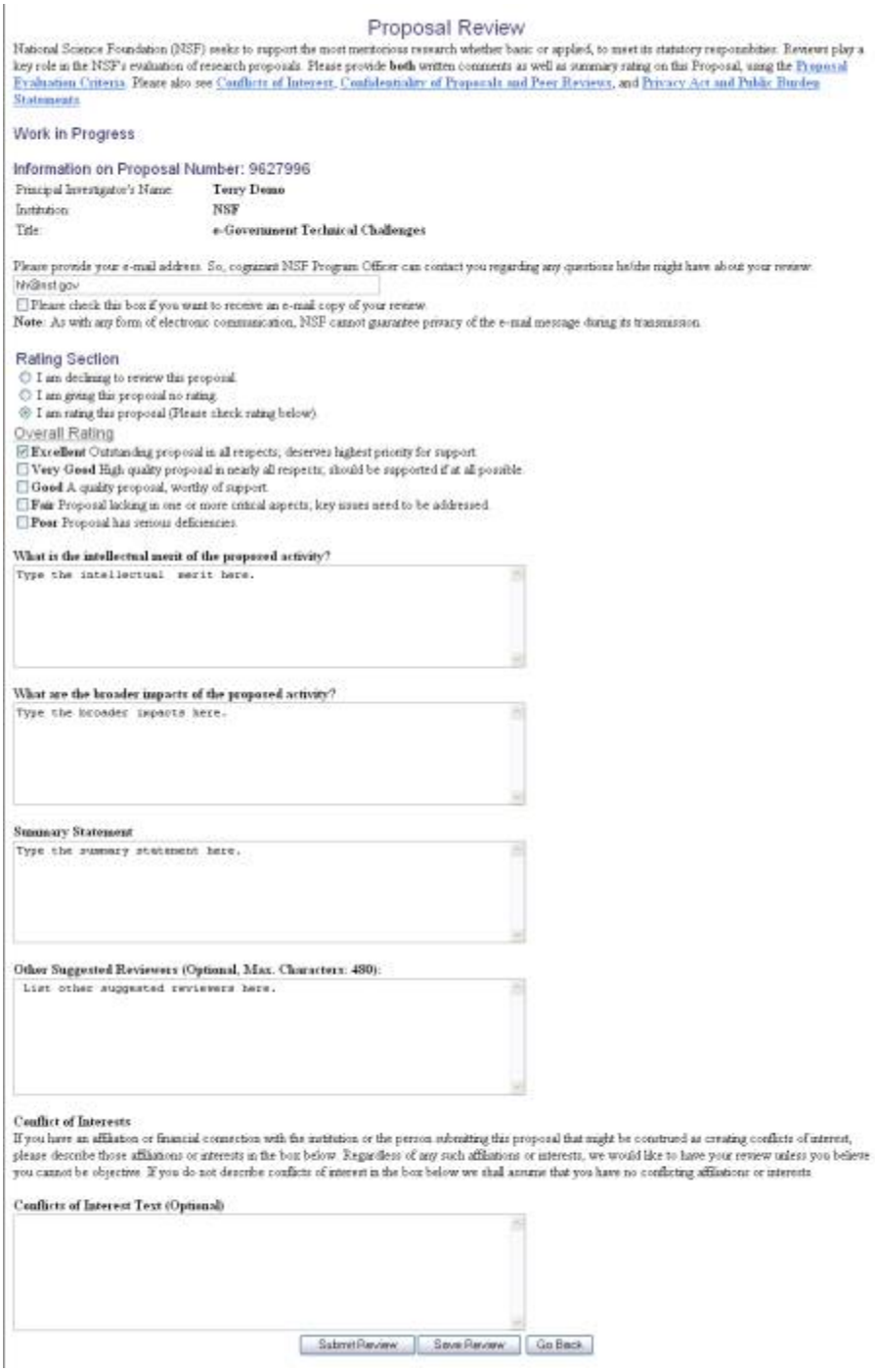


Figure 3 Proposal Review Form screen.

Edit Your Information with NSF

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

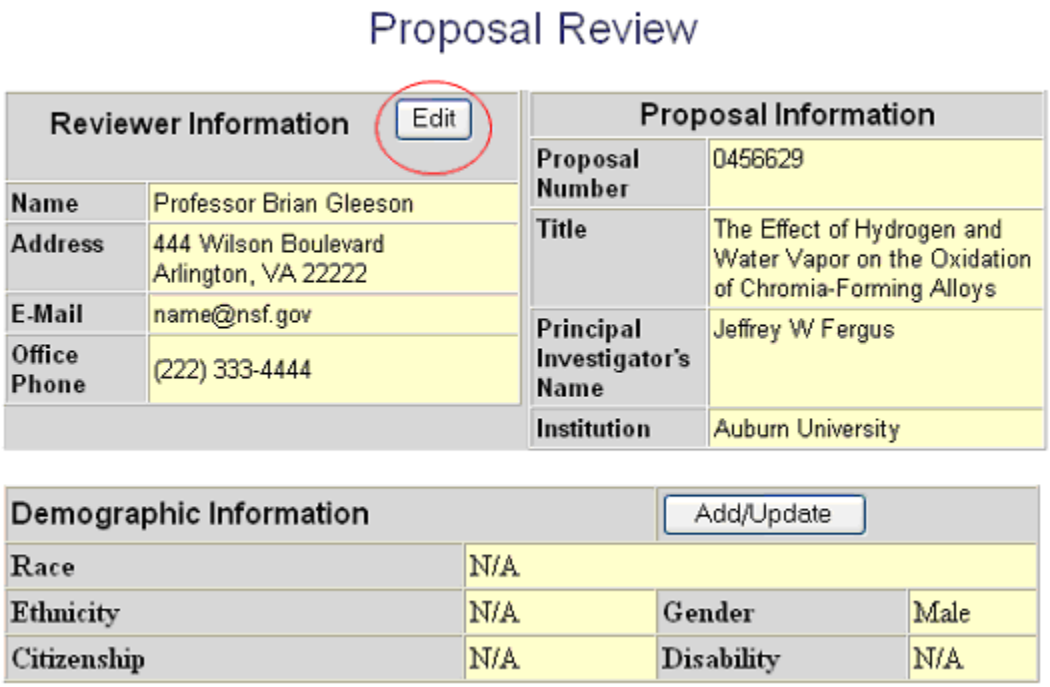


Figure 1 Top portion of the Proposal Review screen. The Edit button is circled.

2. On the **Proposal Review** screen (Figure 1), click the **Edit** button. The **Reviewer's Information** screen displays (Figure 2).

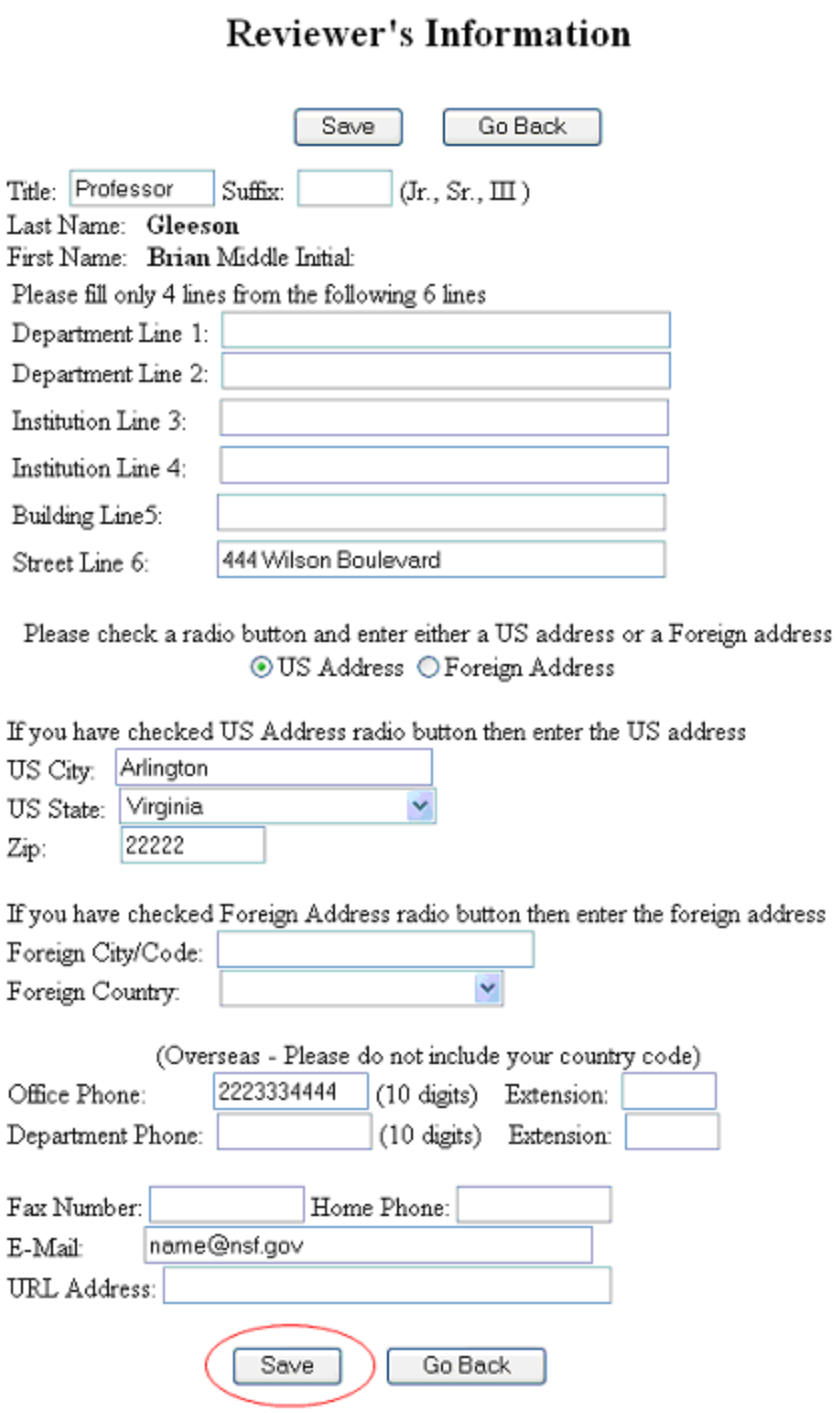


Figure 2 Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays (Figure 3) with the message that your information, as changed, has been saved.

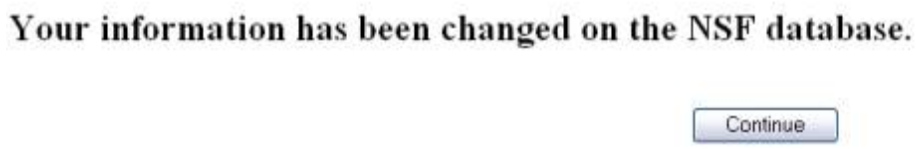


Figure 3 Screen with the message that the changed information has been saved.

Update Your Demographic Information

See Demographic Information: What and Why? and the Privacy Act and Public Burden Statements for an explanation of the categories of demographic information and how NSF uses this information.

All categories are optional.

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

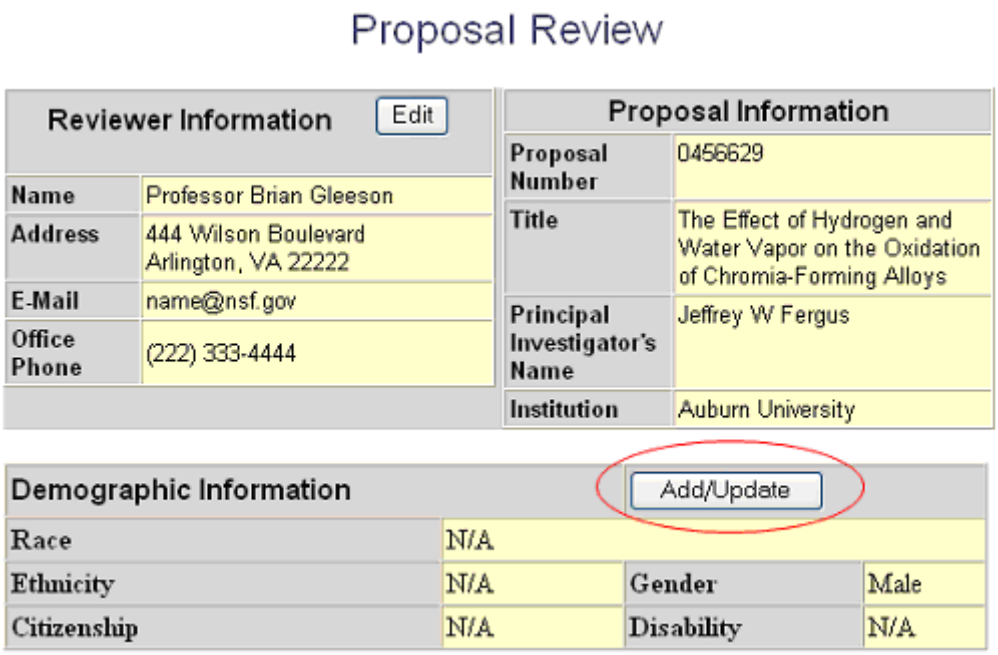


Figure 1 Top portion of the Proposal Review screen. The Add/Update button is circled.

2. In the **Demographic Information** section of the **Proposal Review** screen (Figure 1), click the **Add/Update** button. The **Please Add/Update Your Demographic Information** screen displays (Figure 2).

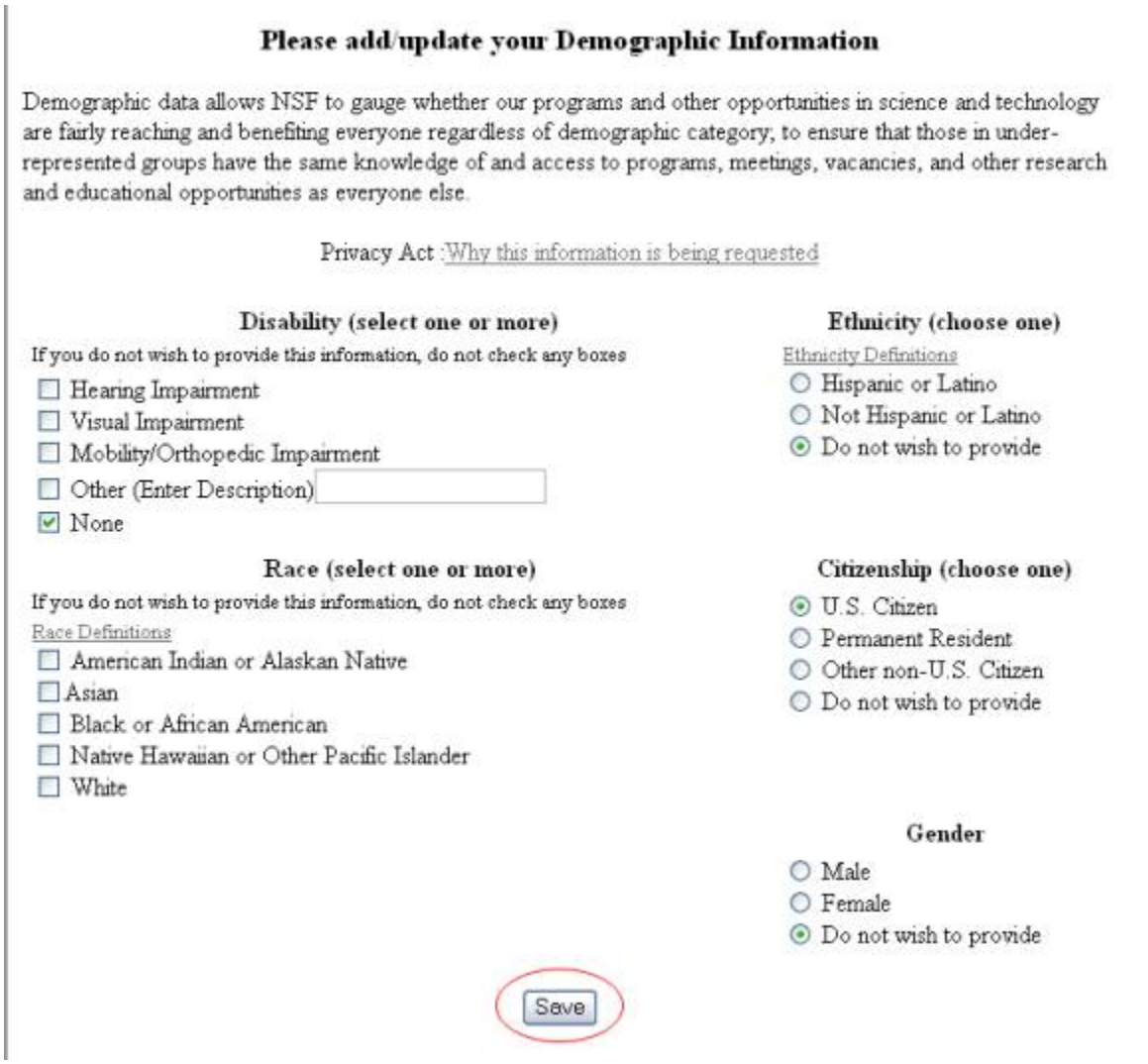


Figure 2 Please Add/Update Your Demographic Information screen. The Save button is circled.

3. Add to or change the demographic information as you require.
4. Click the **Save** button (Figure 2). The **Demographic Information** screen displays (Figure 3) with the message that the changes have been saved.

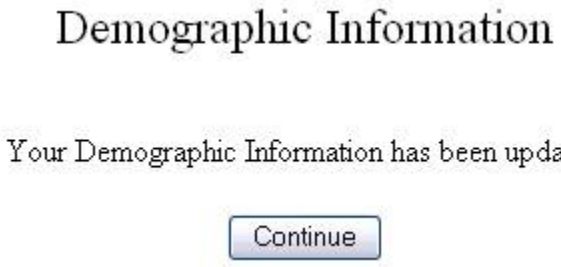


Figure 3 Demographic Information screen.

5. Click the **Continue** button (Figure 3). The **Proposal Review** screen displays (Figure 1).

View a Proposal

1. Access the **Proposal Review** screen (Figure 1) (see Log in to Proposal Review).

Figure 1 Lower portion of the Proposal Review screen. The View Proposal link is circled.

2. On the **Proposal Review** screen (Figure 1), click **View Proposal**. The **View / Print Proposal** screen displays (Figure 2). You have these options on the **View / Print** screen:
   - View the entire proposal
   - View a section of the proposal

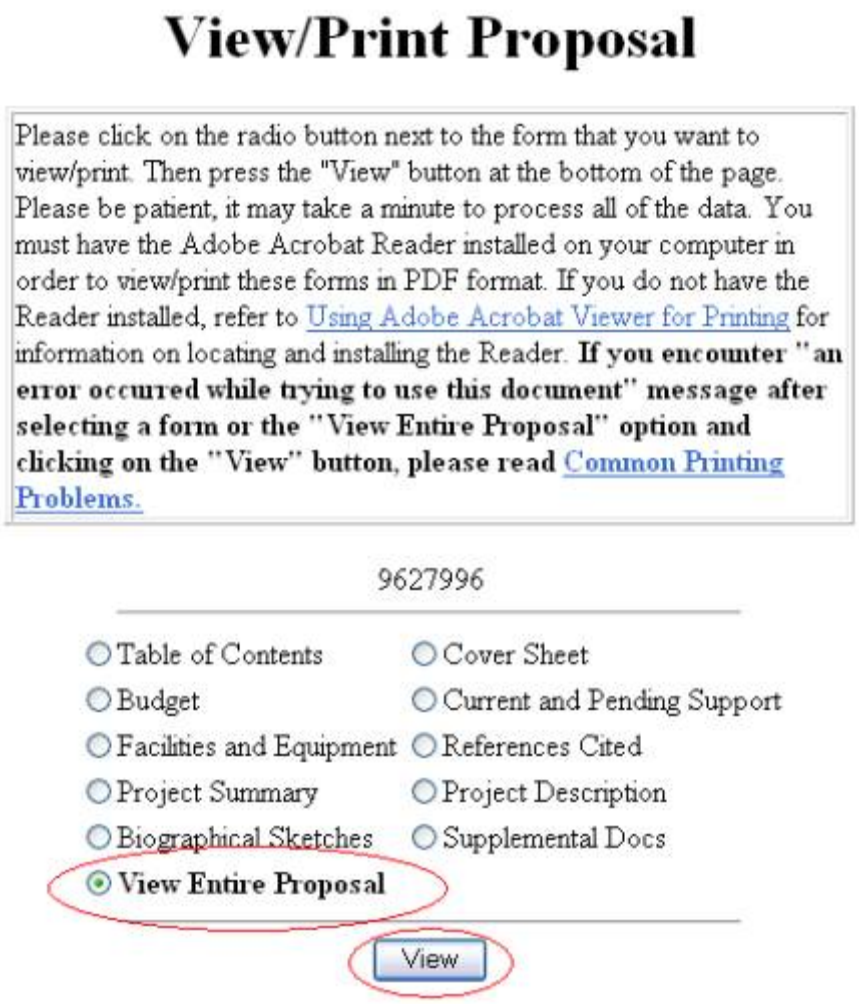
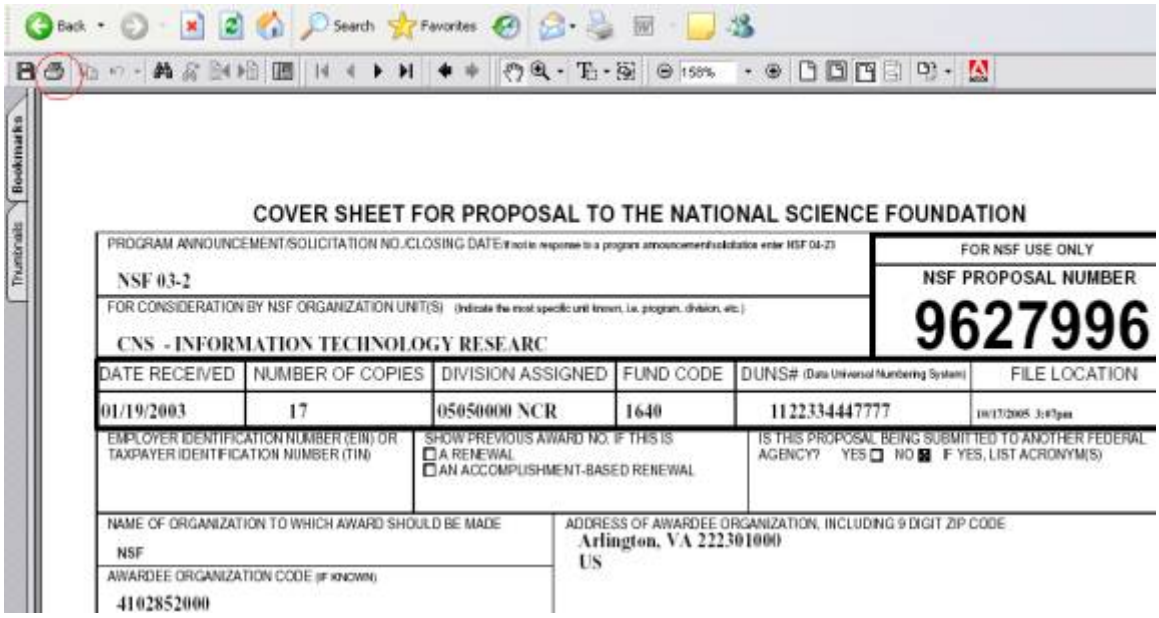


Figure 2 View/Print Proposal screen. The radio button for View Entire Proposal and the View button are circled.

View the Entire Proposal

1. On the **View/Print Proposal** screen (Figure 2), click the radio button for View Entire Proposal. The proposal displays in PDF format (Figure 3). If you need Adobe Reader, see Adobe Reader for FastLane.



COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

PROGRAM ANNOUNCEMENT/SOLICITATION NO./CLOSING DATE (If not in response to a program announcement/solicitation enter NSF 04-23)

NSF 03-2

FOR NSF USE ONLY

NSF PROPOSAL NUMBER

9627996

FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.)

CNS - INFORMATION TECHNOLOGY RESEARC

DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	DUNS# (Data Universal Numbering System)	FILE LOCATION
01/19/2003	17	05050000 NCR	1640	1122334447777	10/17/2005 3:07pm

EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)

SHOW PREVIOUS AWARD NO. IF THIS IS
☐ A RENEWAL
☐ AN ACCOMPLISHMENT-BASED RENEWAL

IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES ☐ NO ☒ IF YES, LIST ACRONYM(S)

NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE

NSF

AWARDEE ORGANIZATION CODE (IF KNOWN)

4102852000

ADDRESS OF AWARDEE ORGANIZATION, INCLUDING 9 DIGIT ZIP CODE

Arlington, VA 222301000
US

Figure 3 Proposal in PDF format. The Print icon is circled.

2. To print the proposal, click the Print icon on the screen. The proposal prints in its entirety.

View a Section of the Proposal

1. On the **View / Print Proposal** screen (Figure 4), click the radio button for the section of the proposal you want to view. The proposal section displays in PDF format (Figure 5). If you need Adobe Reader, see Adobe Reader for FastLane.

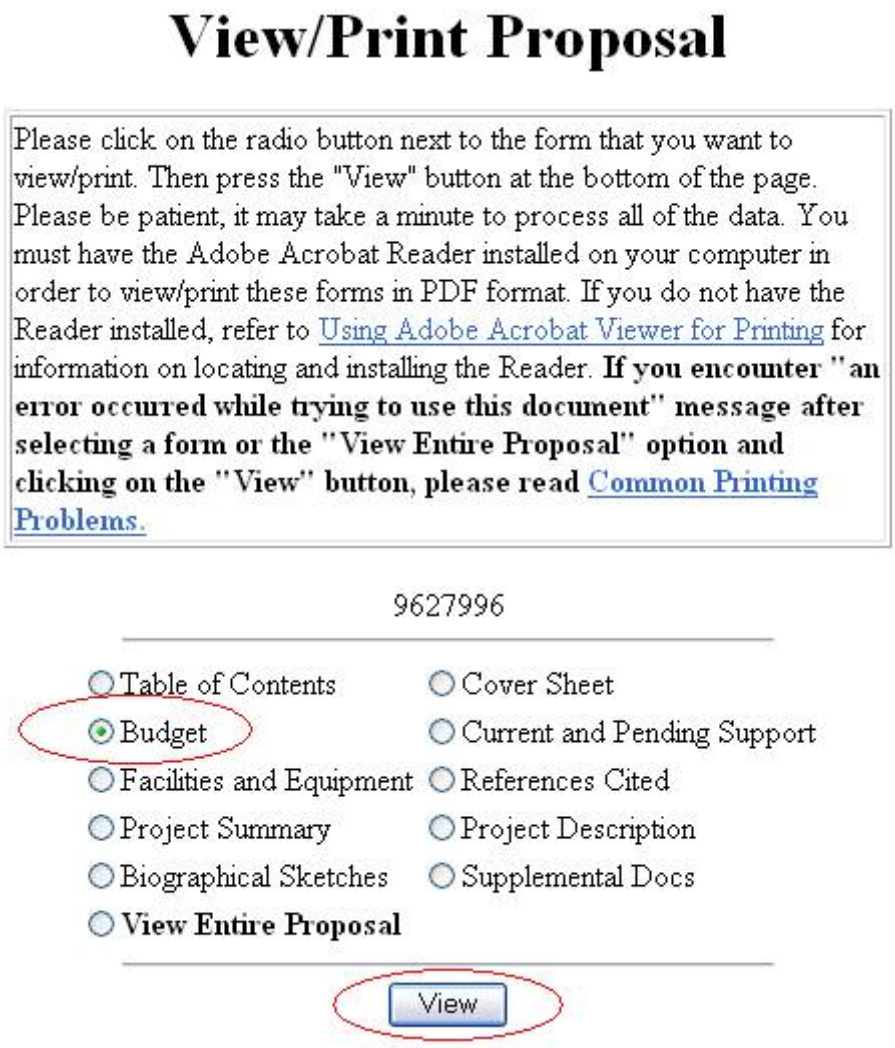
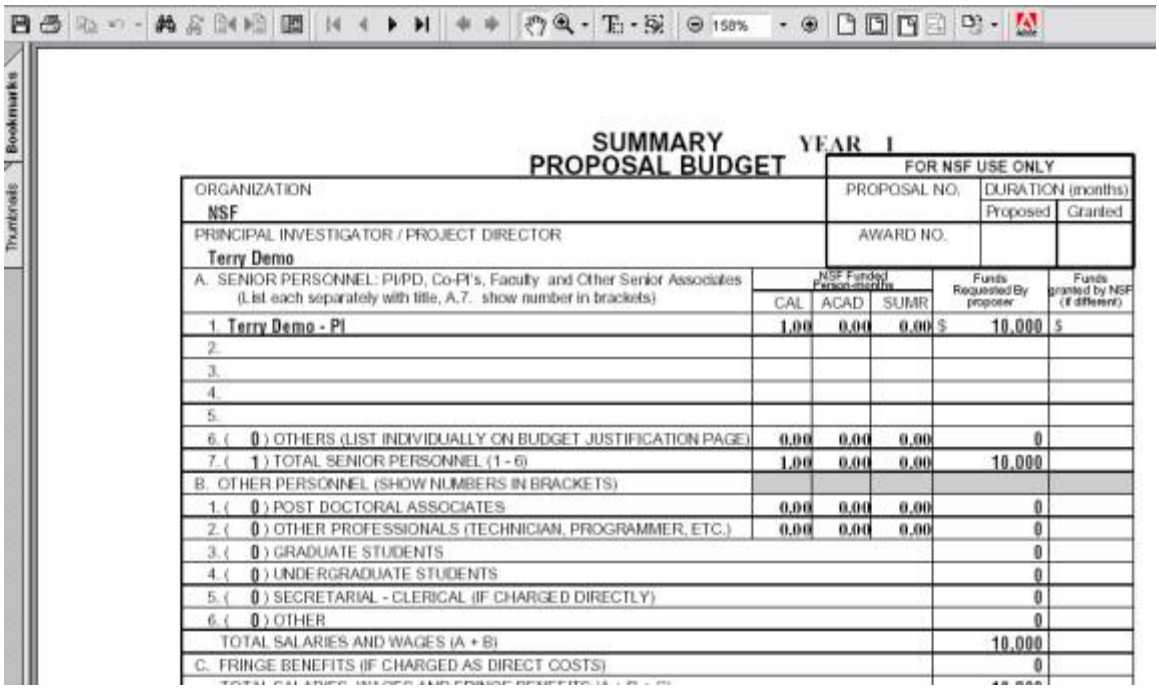


Figure 4 View / Print Proposal screen. The radio button for Budget and the View button are circled.



SUMMARY PROPOSAL BUDGET YEAR 1

ORGANIZATION: NSF				FOR NSF USE ONLY: PROPOSAL NO.	DURATION (months): Proposed / Granted
PRINCIPAL INVESTIGATOR / PROJECT DIRECTOR: Terry Demo				AWARD NO.	
A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)	NSF Funded Person-months: CAL	ACAD	SUMR	Funds Requested By proposer	Funds granted by NSF (if different)
1. Terry Demo - PI	1.00	0.00	0.00	$ 10,000	$
2.					
3.					
4.					
5.					
6. (0) OTHERS (LIST INDIVIDUALLY ON BUDGET JUSTIFICATION PAGE)	0.00	0.00	0.00	0	
7. (1) TOTAL SENIOR PERSONNEL (1 - 6)	1.00	0.00	0.00	10,000	
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. (0) POST DOCTORAL ASSOCIATES	0.00	0.00	0.00	0	
2. (0) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)	0.00	0.00	0.00	0	
3. (0) GRADUATE STUDENTS				0	
4. (0) UNDERGRADUATE STUDENTS				0	
5. (0) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)				0	
6. (0) OTHER				0	
TOTAL SALARIES AND WAGES (A + B)				10,000	
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)				0	

Figure 5 Summary Proposal Budget in PDF format.

2. To print the section, click the Print icon on the screen. The proposal section prints.

Download and Save a Proposal

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

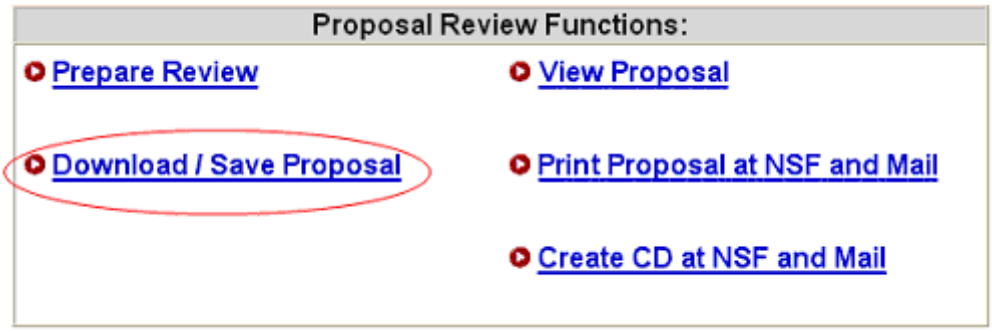


Figure 1 Lower portion of the Proposal Review screen. The Download / Save Proposal link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Download / Save Proposal**. The **Download File** window displays (Figure 2).

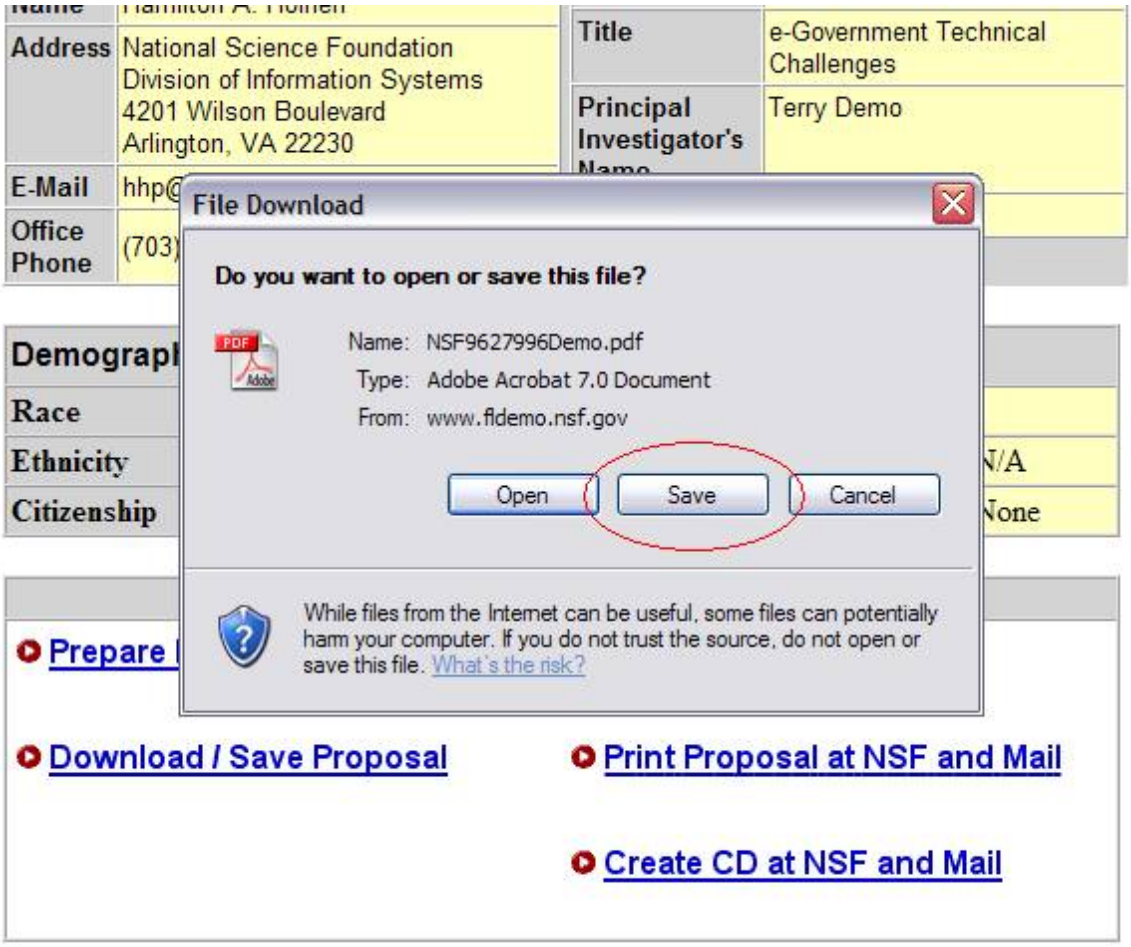


Figure 2 File Download window. The Save button is circled.

3. Click the **Save** button (Figure 2). The **Save As** window displays (Figure 3).

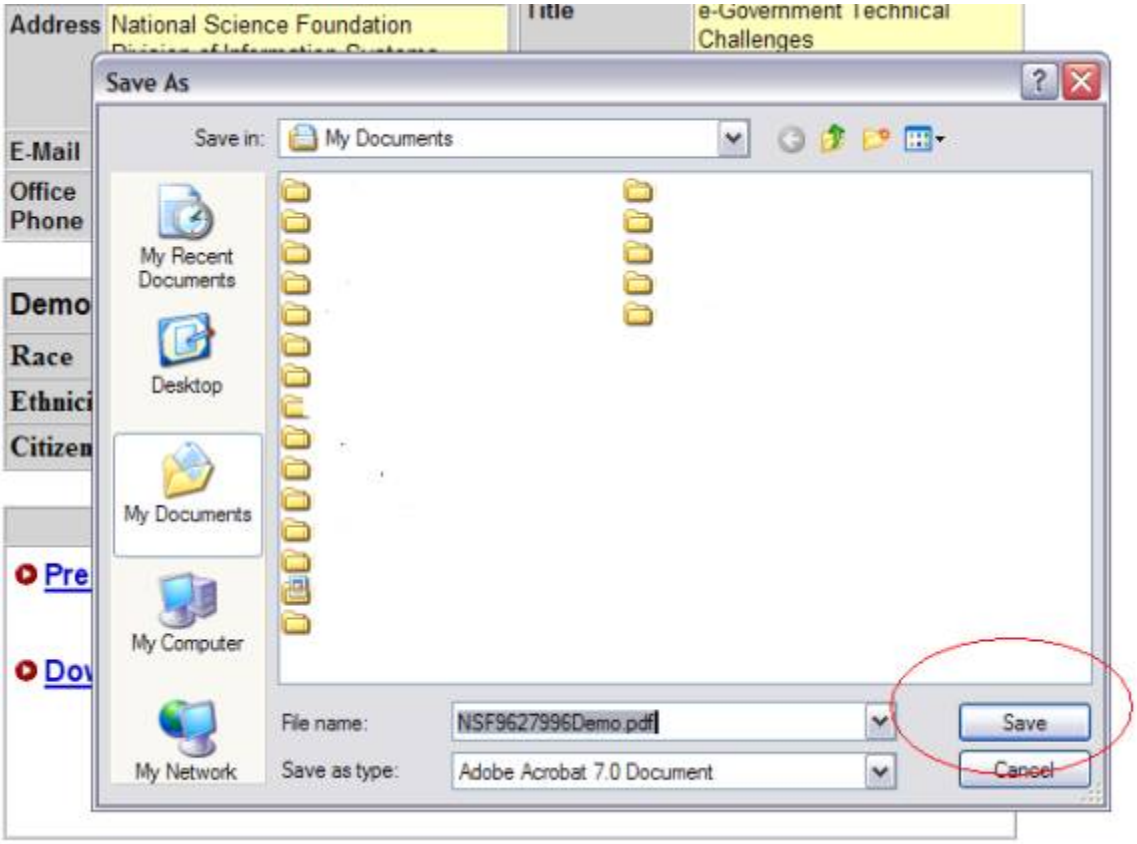


Figure 3 Save As window. The Save button is circled.

4. In the **File** Name box (Figure 3), give the proposal a title and select the section of your computer you want to save it to.
5. Click the **Save** button (Figure 3). The proposal downloads to your computer as a PDF file. After completion of the download, the **Proposal Review** screen displays (Figure 1).

Print Proposal at NSF and Mail

Print Proposal at NSF and Mail

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

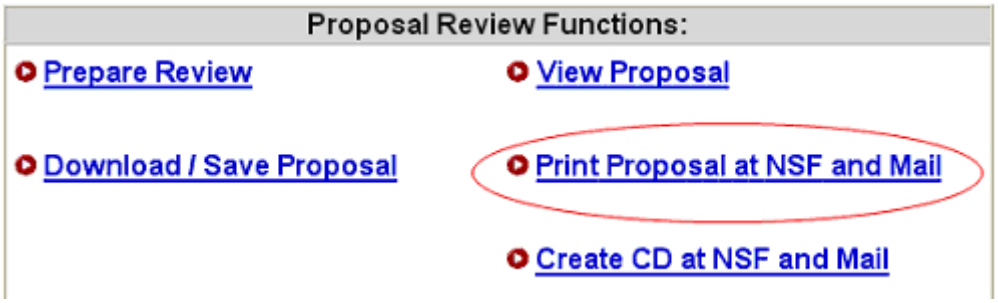


Figure 1 Lower portion of the Proposal Review screen. The Print Proposal at NSF and Mail link is circled.

2. Click **Print Proposal at NSF and Mail** (Figure 1). The **Print on Demand Submit Request** screen displays (Figure 2).

Figure 2 Print on Demand Submit Request screen. The Submit Request button is circled.

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If it is incorrect, update your information.
4. *If you want NSF to send the proposal to a different address than the one displayed in the **Reviewer Name** section*, type the new address in the boxes provided.
5. Click **Submit Request** button (Figure 2). The **Proposal Print Request** screen displays (Figure 3) with your address and the message that the request has been submitted.

Figure 3 Proposal Print Request screen. The Return to Proposal Review button is circled.

6. Click **Return to Proposal Review** (Figure 3). The **Proposal Review** screen displays (Figure 1).

Update Information for Printing at NSF

1. Access the **Print on Demand Submit Request** screen (Figure 1) (see Print at NSF and Mail, Step 1 and Step 2).

Print On Demand Submit Request

Thank you for your request. NSF will print and place your proposals in the mail within two business days of your request. Domestic mail will be sent first class, foreign mail will be sent mail. If the information below is correct, press 'Submit Request'. A request number will be generated and displayed.

Reviewer Name: Hamilton A. Hofherr

Reviewer's Permanent Address Information:

National Science Foundation
Division of Information Systems
4201 Wilson Boulevard
Arlington, VA 22230

Update Reviewer Information

Type below if the mailing address is different from the above:
(This address will be used for the mailing of this request ONLY and will not be saved in the reviewer's information)

Hamilton A. Hofherr

Address Line 1
Address Line 2
Address Line 3
City
State (If foreign address, skip it)
Zip Code (If foreign address, skip it)
Country

The following proposal will be included in your print request.

Proposal Id	PI Name
9627996	Terry Demo
Total: 1	

Submit Request | Go Back

Figure 1 Print on Demand Submit Request screen. The Update Reviewer Information button is circled.

2. In the **Reviewer Name** section of the **Print on Demand Submit Request** screen (Figure 1), click **Update Reviewer Information**. The **Reviewer's Information** screen displays (Figure 2).

Figure 2 Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays with the message that your information has been saved (Figure 3).

Figure 3 Screen with the message that your information has been saved.

5. Click the **Continue** button (Figure 3). The **Print on Demand Submit Request** screen displays (Figure 1).

Create CD at NSF and Mail

Create a CD at NSF and Mail

1. Access the **Proposal Review** screen (Figure 1) (see Log In to Proposal Review).

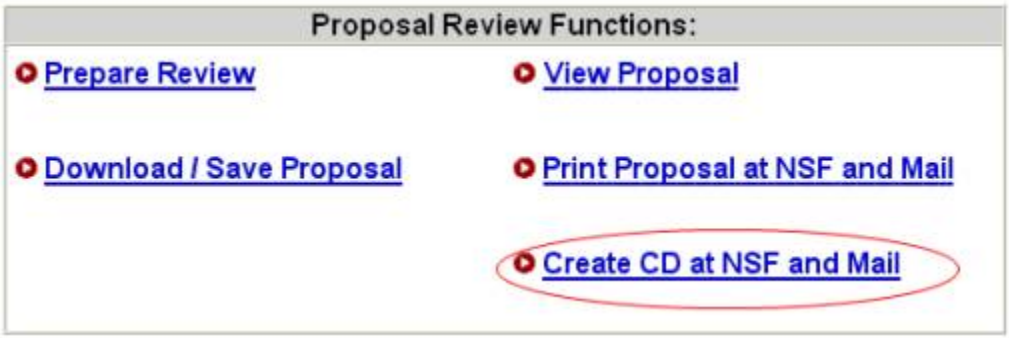


Figure 1 Lower portion of the Proposal Review screen. The Create CD at NSF and Mail link is circled.

2. On the **Proposal Review** screen (Figure 1), click **Create CD at NSF and Mail**. The **CD on Demand Submit Request** screen displays (Figure 2).

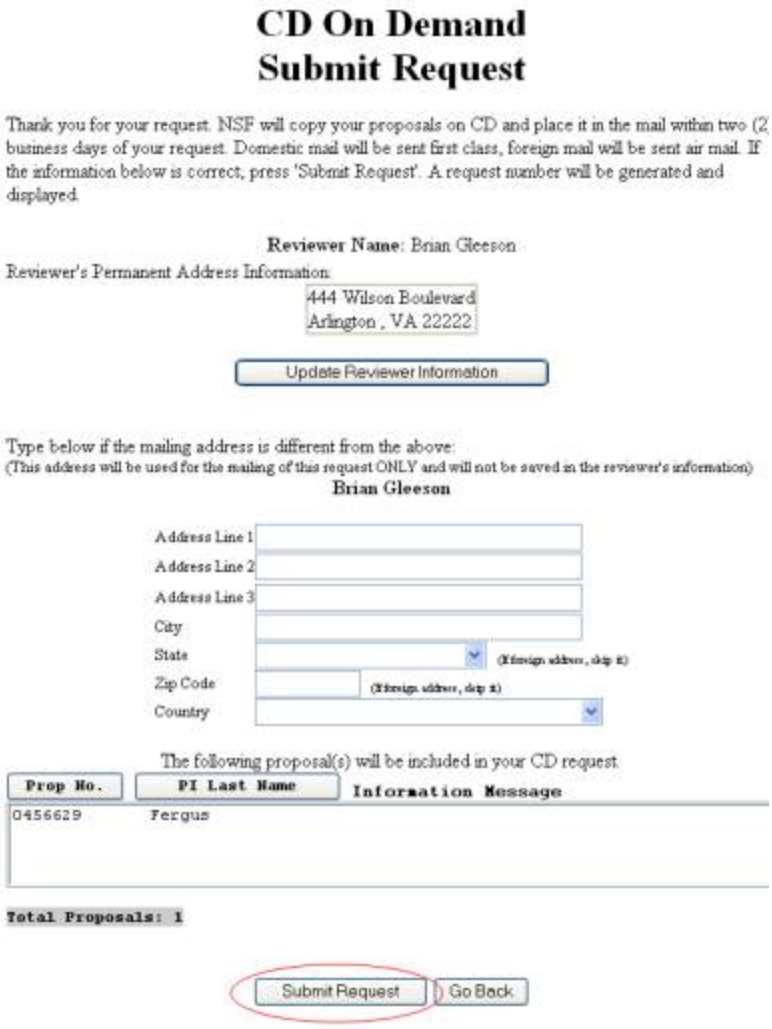


Figure 2 CD on Demand Submit Request screen. The Submit Request button is circled.

3. In the **Reviewer Name** section (Figure 2), check to see that your name and address as displayed are correct. If they are incorrect, update your information.
4. *If you want NSF to send the proposal to a different address than the one*
5. *displayed in the **Reviewer Name** section*, type the new address in the boxes provided (Figure 2).
6. Click the **Submit Request** button (Figure 2). The **CD on Demand Submit Request Confirmation** screen displays (Figure 3) with your address and the message that the request has been submitted.

Figure 3 CD on Demand Submit Request Confirmation screen. The Continue button is circled.

7. Click the **Continue** button (Figure 3). A screen displays with the message that the request is submitted.

Update Personal Information for CD on Demand

1. Access the **CD on Demand Submit Request** screen (Figure 1) (see Create a CD at NSF and Mail, Steps 1 and 2).

Figure 1 CD on Demand Submit Request screen. The Update Reviewer Information button is circled.

2. On the **CD on Demand Submit Request** screen (Figure 1), click the **Update Reviewer Information** button. The **Reviewer's Information** screen displays (Figure 2).

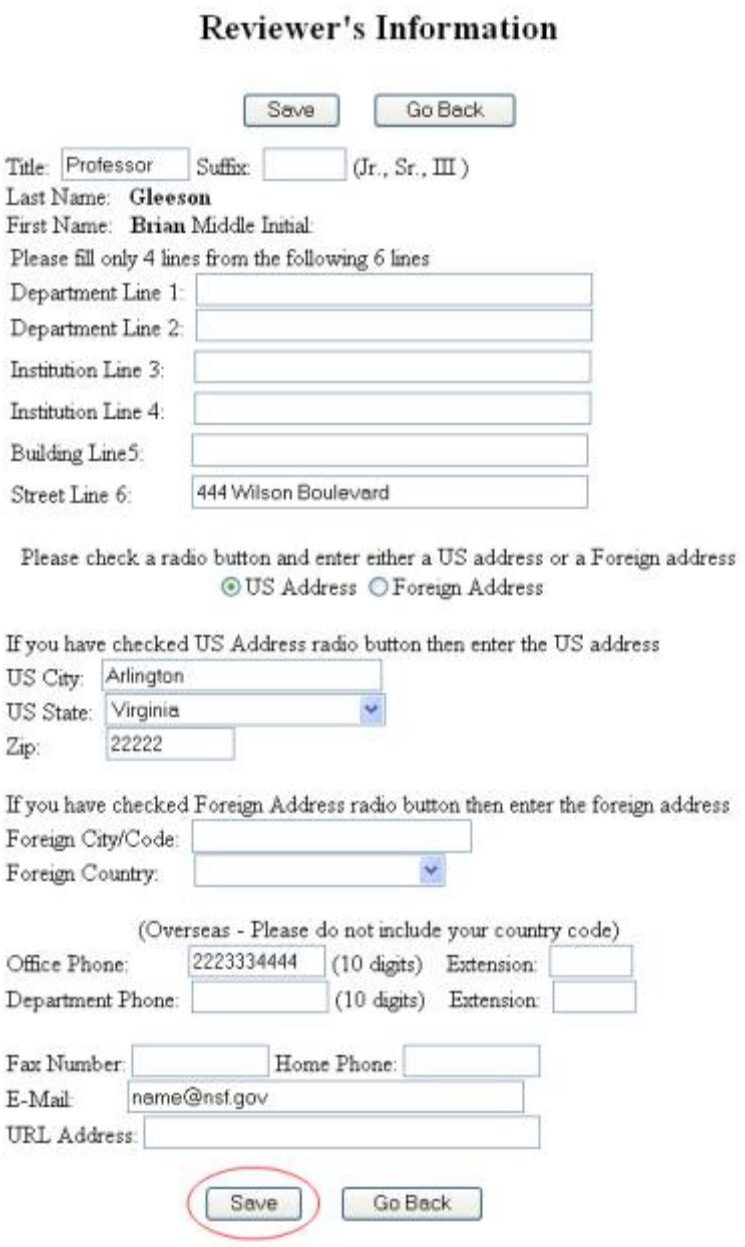


Figure 2 Reviewer's Information screen. The Save button is circled.

3. Change the information as you require (Figure 2).
4. Click the **Save** button (Figure 2). A screen displays with the message that your information has been saved (Figure 3).

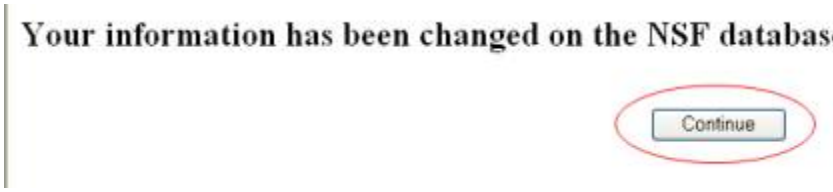


Figure 3 Screen with the message that your information has been saved.

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